**The Teen Tribune/Creating a Newspaper Publication in Microsoft Word**



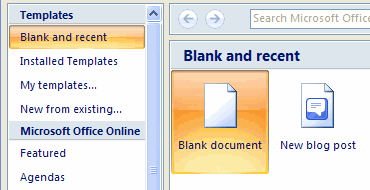
You have just been awarded the job of journalist for *The Teen Tribune*, a section of the local paper that focuses on teen news. It is your job to gather data that would be of interest to teens your age. The Teen Tribune has three areas of focus, **Recommended Teen Reading**, **Theme Park Recommendation**, and **Current Movie Review**. These three areas will be your side headings for your newspaper. You will only use sources listed on this page to compile your data. These findings will be typed in a Microsoft Word document. Don't change the font face, color, or size at this time. When you are ready to format you page to two columns, you will be instructed on how to format text at that time.

Because the Internet has provided such an impact on society, the newspaper has requested that you provide URL addresses to Internet sites that will give the readers additional information on your focus areas. In the Recommended Reading section, provide the URL of the online book you recommended to your teen audience so that they can go online and actually read the book. For the Theme Park Recommendation, included the URL address for the theme park so that your readers can actually view the park themselves. In the Current Movie Review, included the URL that provides pictures and descriptions of the movie you recommended.

After formatting your newspaper into two columns, you will need to add pictures to enhance the look of your paper. Include one for each section. Follow the steps below for adding pictures to your page. Remember, do not add the pictures until you have formatted your page into two columns!!

**Start Word 2007:**

**Click the Office button in the top left corner of the document window Office Button and select new from the drop down menu. Select new blank document:**

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**Save Your Work:**

**Click the Office button again Office Buttonand select Save As from the drop down menu and name your file Teen Tribune.**

**Now you can begin gathering information to type in the document. Don't worry at this point about font or style. You are just to begin a rough draft. Make sure you save your document each time you close it to save new information you have entered. This will take several class periods.**

**The following websites provide needed information about the three areas you need to cover. Remember to present the information in an interesting way. You need to write to your target audience, teens your age. Keep in mind, these teens have confident that you have researched these areas and that the information you are providing is what you would recommend.**

**Recommended Teen Reading:**

**You will go to the following site (see link below) and review online short stories. You may choose any of the categories listed at the website. Remember, you will be picking the best story for your target audience. You need to select one teen story. You will need to include information about the story in your newspaper so students will want to go online to read it for themselves. You are the expert, so review several stories in order to pick the best one for teen reading. Include the web address so readers can go online to read the story for themselves. To include the web address, click in the address bar of the story online, click Edit>Copy, then return to your word document, place your cursor where you want the address to be placed, then click Edit>Paste.**

[Kids and Teen Online Stories](http://www.dmoz.org/Kids_and_Teens/)

**Type a short summary of the story you have selected into your Word document as well as the link. Tell what the story is about and why you think it would be interesting to teens. Later you will add pictures.**

Newsline

**Theme Park Choices:**

**Go to the following web sites to look at theme parks. While almost every teen knows about the Magic Kingdom, there are other theme parks that are overlooked because your audience might not know what these parks provide. Compare pricing packages, special events, and cool rides that each park has, then make a recommendation on all these components or where you think the teens would get the most bang for their buck. Provide ticket prices, family package deals and special features that caused you to pick this particular theme park as the best teen vacation deal. Insert your information into your newsletter together with the link.**

[**Busch Gardens**](http://buschgardens.com/)

[**Magic Kingdom**](https://disneyworld.disney.go.com/destinations/magic-kingdom/)

[**Epcot**](https://disneyworld.disney.go.com/destinations/epcot/)

[**Hollywood Studios**](https://disneyworld.disney.go.com/destinations/hollywood-studios/)

[**Animal Kingdom**](https://disneyworld.disney.go.com/destinations/animal-kingdom/)

[**Universal Studios**](https://www.universalorlando.com/)

[**Islands of Adventure**](https://www.universalorlando.com/Theme-Parks/Islands-of-Adventure.aspx)

[**SeaWorld**](http://seaworldparks.com/en/seaworld-orlando)

[**Dolphin Cove**](http://seaworldparks.com/en/seaworld-orlando/Attractions/Exhibits/Dolphin-Cove)

Newsline

**Teen Movie Review**

**Take a look the following site to review movies that are currently playing. It isy our job to pick one or two of the movies and give a review for your readers. You will give them a brief description of your movie choice, as well as locations, times, and cost for admission for the movie showing in the New Haven area. Include information on matinee showing, giving the teen scene a choice of viewing options that are more affordable.**

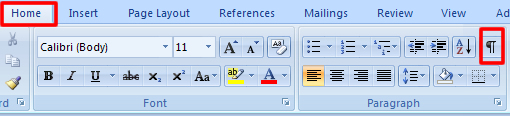
[**http://movies.yahoo.com/**](http://movies.yahoo.com/)

Newsline

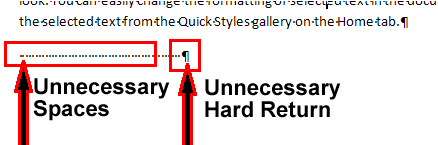
**Creating a Newspaper Column in Microsoft Word**

**Delete Unnecessary Spaces and Returns**

**Open your Teen Tribune. You may need to turn on nonprinting characters located on the Home Tab by clicking the Show/Hide button below.**

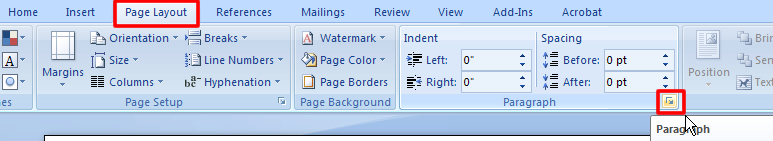
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**Delete any unnecessary hard returns by clicking on them pressing the delete key.**

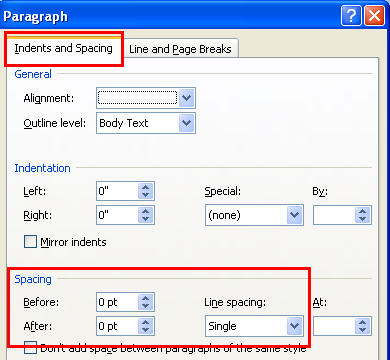


**Set Line Spacing to Single Spacing:**

**Select all your text in your document (Ctrl + A) and set line spacing to single space by opening the paragraph dialog box on the Page Layout tab by clicking the arrow shown below:**

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**At the Paragraph dialog box with the Indents and Spacing tab set the spacing at 0 pt before and after the line spacing to single as shown below:**

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**Set text in Document to Times New Roman 11.**

**Select all the text in your document, excluding your title, and set it to Times New Roman 11**

**Times New Roman 11**

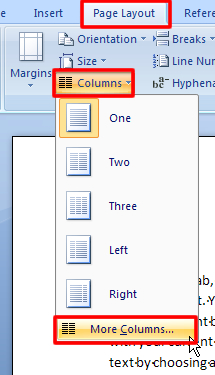
**If you have not included a title for your newsletter, do so now. It should appear at the top of your document centered. Place your cursor on a blank line above the body of your text and set your text to 14 point Times New Roman Bold, centered located on the Home tab.**

**Also include side headings. Side heading should make your newsletter easier to read and more organized. It should describe what the paragraph is all about (title of your story, theme park and movie.) To add side headings, create two columns as shown below.**

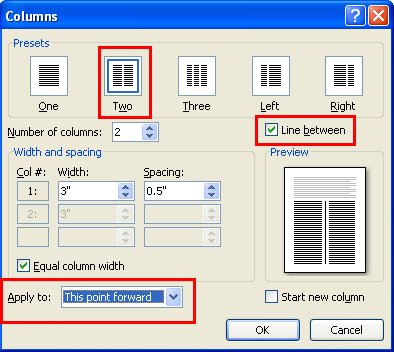
**Create two columns:**

**Position the insertion point at the left margin of the first paragraph (the beginning of the body of the document below the title.)**

**Click the Page Layout tab, then click Columns and select More Columns from the drop down list.**



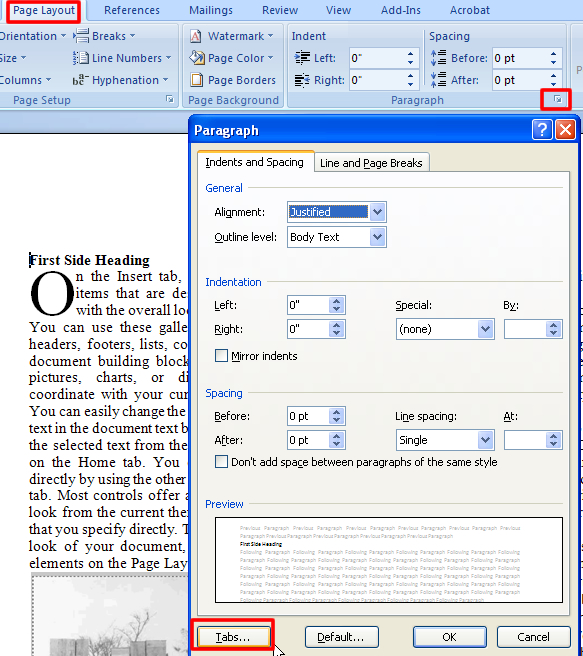
**At the Columns dialog box click Two in the Presets section, place a check mark in the Line Between check box, and click This Point Forward at the Apply to drop-down list.**



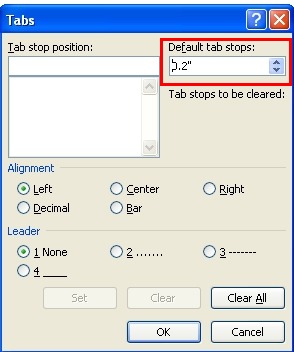
**Click OK or press Enter.**

**Set Document Tabs to .02:**

**On the Page Layout tab click the paragraph arrow to open the Paragraph dialog box. Then click the Tabs button to open the Tabs dialog box.**

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**Reset the Tabs from .05 to .02.**

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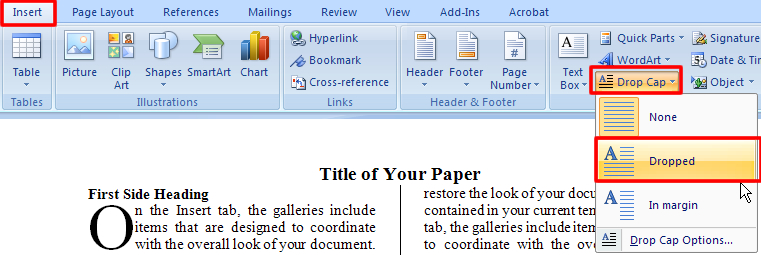
**Click OK to set the Tabs to .02.**

**Select all the text in your document except the title.**

**On the Home tab, click the justify alignment button Fully Justified**

**Position the insertion point anywhere in the first paragraph.**

**Click the Insert tab and select Drop Cap and select Dropped from the drop down list shown below:**

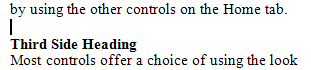
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**Click OK.**

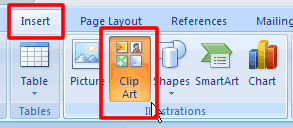
**Deselect the drop. (To do this with the mouse, click anywhere in the document screen outside the drop cap).**

**Insert Three ClipArt Picture That Go Along with Your Three Side Heading:**

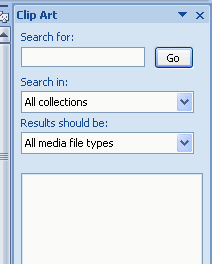
**You will need to place a line break to create a space for your photo to appear. Place your cursor at the end of the paragraph where you want to place your picture and hit the enter key to place your cursor on a blank line below it:**

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**With the Insert tab selected, click on the ClipArt button:**

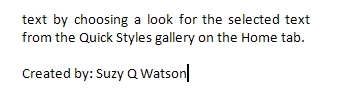
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**This opens the ClipArt Task Pane. Type in a descriptive word for what you want to find in the Search for text box, then click the Go button.**

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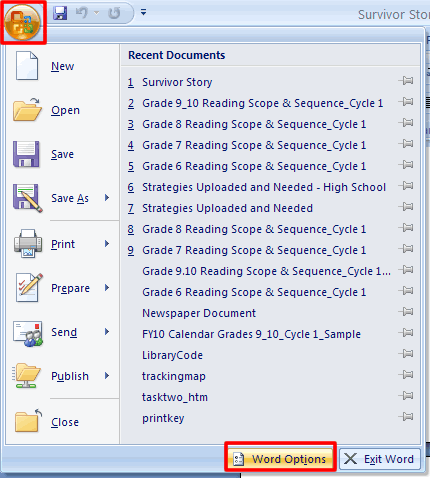
**This populates a list of clipart images. Click once on the picture to place it on your page.**



**Add Your Name at the end of your newsletter. **

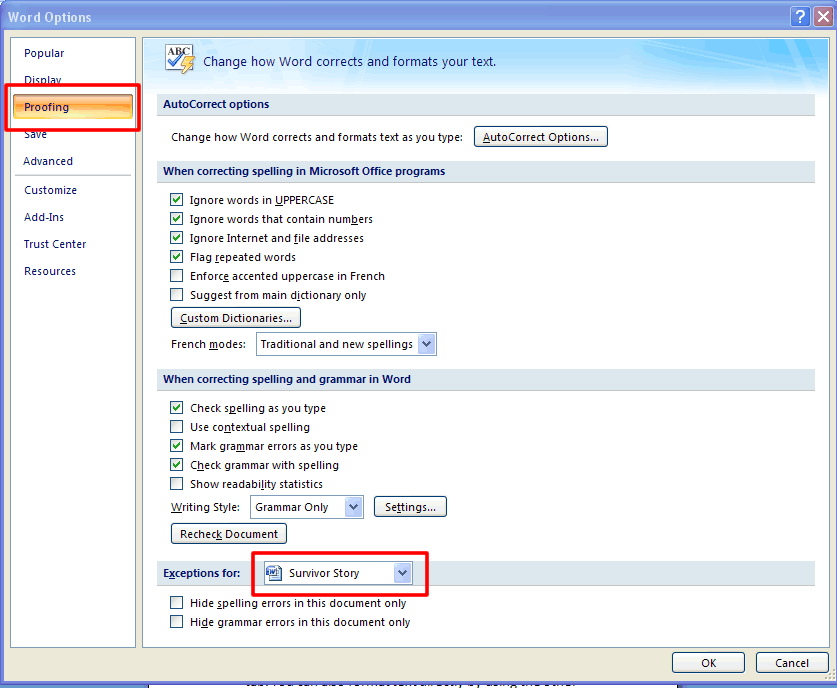
**Proofread and Spell Check:**

**On the top-left corner, click the Microsoft Office button. At the bottom of the menu, click Word Options.**

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**The Word Options dialog appears. Click Proofing.**

**From the Exceptions for menu, select the currently-open document name.**



**Select or clear the Hide spelling errors in this document only ad Hide grammar errors in this document only check boxes.**

**Note: To turn on or off automatic spelling and grammar checking for all documents, select All New Documents.**

**Click OK.**

**Email your newsletter to Ms. Little at** [**roselittle033@gmail.com**](mailto:roselittle033@gmail.com)